

The Clean Bay Restaurant Certification Program is a collaboration between
the Santa Monica Bay Restoration Commission

bay restoration commission
STEWARDS OF SANTA MONICA BAY



and
The Cities of Manhattan Beach,
Hermosa Beach, Torrance,
Redondo Beach, and Caltrans



For more information on the Clean Bay Restaurant Certification Program, please visit:

www.santamonicabay.org



Clean Bay Restaurant Certification Program Inspection Manual

Standardizing Inspections to
Ensure Clean Bay Restaurant
Certification Program Effectiveness

Program Background —

The Clean Bay Restaurant Certification Program was started by the South Bay Cities of Manhattan Beach, Hermosa Beach, Redondo Beach, and Torrance in 2006 to reduce the impacts to Santa Monica Bay from urban runoff originating from restaurants.

Runoff pollutes our local waterways, lakes, and the ocean by transporting contaminants such as trash, grease, oil, dirty mop water, or large quantities of oily liquids such as sauces and salad dressings. Restaurants are considered to be high priority sites to manage for pollution prevention because of the large amount of waste that they handle.

The Clean Bay Restaurant Certification Program is a way to recognize restaurants that go above and beyond the required best management practices (BMPs).

Restaurants that meet 100% of the Program’s **Certification Criteria** during the required inspection are certified as a **“Clean Bay Restaurant”**.

The **Certification Criteria** cover several topics including:

- 1. General housekeeping issues;
- 2. Dumpster areas, practices;
- 3. Equipment and outdoor cleaning;
- 4. Grease handling and spill disposal;
- 5. Landscaping and grounds maintenance; and
- 6. Education and training.



The success of the Clean Bay Restaurant Certification Program, depends directly on implementation and partially on the inspection of the facility. In order to maximize the effectiveness of the Program, it is important to ensure that inspectors are:

- ⇒ Using the correct criteria checklist; and
- ⇒ Using a standardized methodology when conducting inspections.
- ⇒ Encourage communication between facilities that share trash areas.

Due to the variety of conditions found between facilities, inspectors must be subjective in determining whether a facility passes or fails. This manual was created to standardize the inspection methodology in order to reduce some of the subjectivity associated with inspections. The inspector should always review city specific items with city staff in advance of conducting inspections.

The following pages provide information on what should be considered compliant and non-compliant for each **Certification Criteria**.

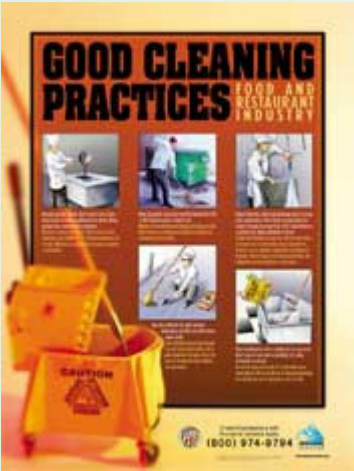


6. Education and Training —

The following water pollution prevention criteria regarding education and training at a facility must be met for a facility to be certified as a Clean Bay Restaurant.

Education and Training

- Information is posted for employees informing them about the following areas:
 - ◇ Spill prevention and control
 - ◇ Prohibiting discharge of wastewater outside
 - ◇ Keeping dumpster areas clean
- Educational materials posted in a visible area onsite for employees to read
- Restaurant owner/ manager conducts regular training of employees regarding above criteria (i.e. BMPs)



5. Landscaping and Ground Maintenance —

The following pollution prevention criteria for landscaping and ground maintenance at a facility must be met for a facility to be certified as a Clean Bay Restaurant.

1. Parking areas are kept clean and regularly swept (no evidence of food particles, litter, staining, oils and grease)

Enquire about the cleaning and maintenance practices of the facility. Verify that the maintenance is being done by sweeping, mopping with a bucket and mop, and/or use of a water broom.

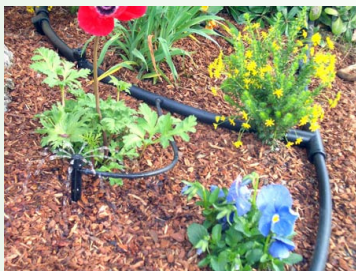


While not required by the Clean Bay Restaurant Certification Program, it is beneficial to provide general information to facility representatives regarding:

- California native and drought tolerant plant landscaping ;



- Water minimizing irrigation practices;



- Correct pesticides and fertilizers storage, handling, and use.



General Inspection Information —

- Inspections List —
Laying out a schedule of inspections helps organize all planned inspections creating greater efficiency.

- Pre-inspections —
Preparing all inspection forms, outreach materials, business cards, and other needed items before the inspection will help maximize time in the field. Have City contacts, names, and telephone numbers readily available.

- Inspections —
Always have proper identification to present to the facility representative, engage the facility representative before beginning the inspection, and meet with the facility representative immediately after the inspection to discuss the findings.

Prepare to provide tips and be ready to suggest alternatives and solutions.

Provide your business card to the facility, to answer any inspection questions.

- Post-inspections —
Properly file all paperwork and update the contact person in charge of the program on findings from inspections.
- Plan which facilities that require a follow-up inspection.

Checklist Criteria for Storm Water Inspections:			
Restaurant Name:			
Site Address:			
Owner/Operator:			
Mailing Address:			
Contact Phone Number:			
Inspection Results	Y	N	N/A
General			
Storm drain inlet are labeled			
Area free of visible discharges to the storm drain observed			
There is a recycling program being implemented			
Maintenance records that show when rendered grease was picked up are onsite for review			
Maintenance records that show when grease traps/interceptors were last cleaned are onsite for review			
Dumpster Area			
Garbage container area free of trash (ground, walls, etc.)			
Outside area is free of trash			
Outside trash bin free of leakage			
Dumpster free of any liquid waste			
Trash bin lids closed			
Equipment and Outdoor Cleaning			
Areas around restaurant are dry swept (sidewalks, outdoor dining and other areas)			
No evidence of floor mats being washed outside			
No evidence of sidewalks/parking lots being hosed down			
Liquid waste from equipment cleaning is drained into an approved sewage system			
Ashtrays for outdoor smoking areas (no evidence of cigarette butts)			
Outdoor drains have no evidence of stains or non-stormwater discharge entering outdoor drains			
Loading/unloading areas are free of leftover trash, food waste, debris, etc.			
Effective clean-out plugs on all exterior drain lines			
Outdoor storage area is free of litter			
Grease Handling and Spill Disposal			
Proper grease trap installed and maintained			
Grease disposal area is clean and free of spills			
Grease disposal containers and surrounding areas are free of overflow or liquid waste (ground, wall, etc.)			
Spill prevention mechanisms and secondary containment in place around grease disposal area			
Grease disposal containers are kept closed with lids			
Landscaping and Grounds Maintenance			
Parking areas are kept clean and regularly swept (no evidence of food particles, litter, staining, oils and grease)			
Education and Training			
There is information posted for employees informing them about the following areas: - Spill prevention and control - Prohibiting discharge of wastewater outside - Keeping dumpster areas clean			
Educational materials posted in a visible area onsite for employees to read			
Restaurant owner/manager conducts regular training of employees regarding above criteria (i.e., BMPs)			
Inspector Signature			
Date			

1. General Housekeeping Issues —

The following pollution prevention criteria must be met for a facility to be certified as a Clean Bay Restaurant.

1. Storm drain inlets labeled:

All storm drain inlets must be labeled with a no dumping message stating that the drain is connected to the ocean.



Proper storm drain inlet stencil.

Correct



Storm drain inlet without label.

Incorrect

2. Area free of visible discharges to the storm drain: Inspector must observe no visible discharges to the storm drain.



3. A recycling program must be implemented



Recycling program onsite.

4. Maintenance records that show when rendered grease was picked up are available for review.

5. Maintenance records that show when grease traps/interceptors were last cleaned are readily available for review.



4. Grease Handling and Spill Disposal Continued —

Compliant Conditions

5. Grease disposal containers are kept closed with lids.



Non-Compliant Conditions



Grease disposal container with lid off.

6. Rooftop exhaust vents. Verify that a proper grease deflector and collection pan is in place. Greasy building downspouts are usually a great indication of a rooftop grease problem.

Non-compliant



4. Grease Handling and Spill Disposal —

The following pollution prevention criteria for grease handling and spill disposal at a facility must be met for a facility to be certified as a Clean Bay Restaurant.

Compliant Conditions

3. Grease disposal containers and surrounding areas are free of overflow or liquid waste (ground, walls, etc)



Grease disposal container and surrounding area free of waste.

4. Spill prevention mechanisms and secondary containment in place around grease disposal area



Used cooking oil drums with secondary containment.

Non-Compliant Conditions



Grease disposal container covered in grease from overflows.



Used cooking oil drum without a spill prevention mechanism or proper secondary containment.

2. Dumpster Area Practices —

The following pollution prevention criteria for the dumpster area of a facility must be met for a facility to be certified as a Clean Bay Restaurant.

Compliant Conditions

1. Dumpster container area free of trash (ground, walls, etc.)



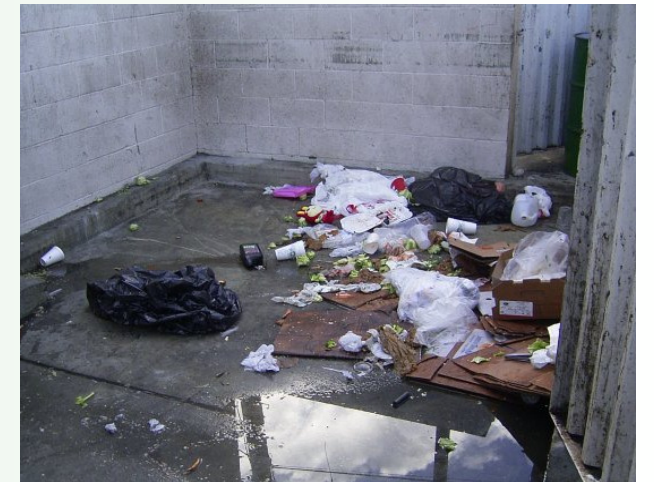
Dumpster area free of trash and debris.

2. Outside area is free of trash



Area surrounding trash enclosure is also free of trash and debris.

Non-Compliant Conditions



Dumpster area with a significant amount of trash and debris strewn about. Trash must be containerized at all times. Keep the dumpster areas clean inside and out.



Outside of dumpster area littered with trash and debris.

2. Dumpster Area Continued —

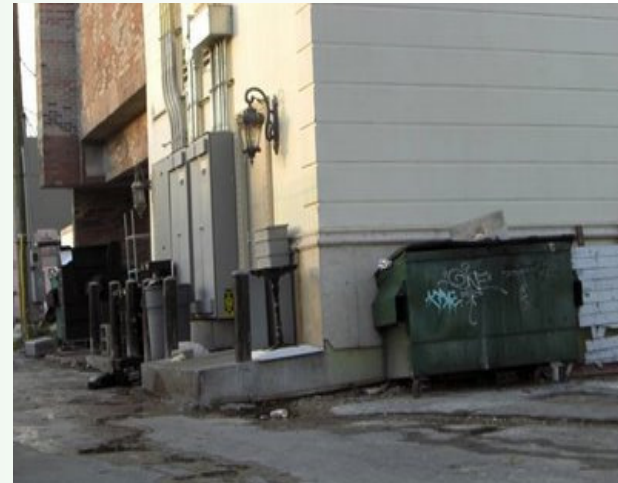
Compliant Conditions

3. Outside trash bin free of leakage and securely locked.



Outside trash bin with no visible leakage.

Non-Compliant Conditions



Outside trash bin leaking into alley.

4. Dumpster free of any liquid waste



Interior of dumpster containing dry waste only.



Interior of dumpster containing liquid waste.

5. Trash bin lids closed

Trash bins lids must always be closed. The facility should not pass inspection even if the it looks like the lids were only temporarily left open.

Non-compliant



4. Grease Handling and Spill Disposal —

The following pollution prevention criteria for grease handling and spill disposal must be met for a facility to be certified as a Clean Bay Restaurant.¹

Compliant Conditions

1. Proper grease trap and or interceptor must be maintained. Operator must keep maintenance records.



Non-Compliant Conditions



Clogged grease trap from improper maintenance.

2. Grease disposal area is clean and free of spills



Grease disposal area with spills staining the ground.

¹ The Cities of Redondo Beach, Manhattan Beach, and Hermosa Beach have specific code requirements for Restaurant Grease handling and disposal.

3. Equipment and Outdoor Cleaning Continued —

Compliant Conditions

7. Loading/unloading areas are free of leftover trash, food waste, debris, etc



Non-Compliant Conditions



Loading/unloading area with leftover trash, food waste, debris, etc.

8. Effective clean-out plugs on all exterior drain lines

All exterior drain lines should have effective clean-out plugs to ensure no discharge of waste materials.

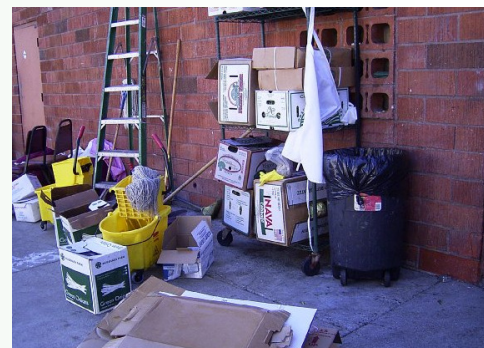
Compliant



9. Outdoor storage area is free of litter

This photo shows an outdoor storage area that contains litter and other materials that could lead to storm water pollution.

Non-compliant



3. Equipment and Outdoor Cleaning —

The following pollution prevention criteria for equipment and outdoor cleaning must be met for a facility to be certified as a Clean Bay Restaurant.

Compliant Conditions

1. Areas around restaurant are dry swept (sidewalks, outdoor dining, etc.)



Clean outdoor dining area. No evidence of water usage for cleaning.

2. No evidence of floor mats being washed outside



Proper indoor floor mat washing.

Non-Compliant Conditions



Facility employee washing off the sidewalk and store front areas.



Improper outdoor floor mat washing.

3. Equipment and Outdoor Cleaning Continued —

Compliant Conditions

3. No evidence of sidewalks/parking lots being hosed down



Clean, dry sidewalk with no evidence of it having recently been hosed down.

4. Liquid waste from equipment cleaning is drained into an approved sewage system



Ensure facility representatives know to dispose of approved liquid waste in the sanitary sewer system and not the storm drain system. A permit from the sewer system provider may be required.

Non-Compliant Conditions



Evidence of outside area having recently been hosed down.



Illicit discharge of wash water from equipment cleaning.

3. Equipment and Outdoor Cleaning Continued —

Compliant Conditions

5. Ashtrays for outdoor smoking areas (no evidence of cigarette butts)



Ashtrays located at outdoor smoking area with no evidence of cigarette butts on the ground.

6. Outdoor drains have no evidence of stains or non-storm water discharge



Outdoor storm drain with no evidence of non-storm water discharge.

Non-Compliant Conditions



Cigarette butts located on the ground near outdoor smoking area.



Outdoor storm drain with evidence of staining from non-storm water discharge.